

CalHome Program

Application for General Funding NOFA

Mortgage Assistance * Owner-Occupied Rehabilitation * Development Loans

California Department of Housing and Community Development
Financial Assistance Division
P.O. Box 952054, Sacramento, CA 94252-2054
916-327-3646

This application, if approved for funding, will be a part of your Standard Agreement with the Department of Housing and Community Development (HCD). In order to be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. **Application forms must not be modified.** No facsimiles, incomplete applications, or application revisions will be accepted prior to, or after the application deadline. Applications must meet all eligibility requirements upon submission. Applications containing material internal inconsistencies will not be rated and ranked. Use **Exhibit A**, Attachment Checklist, as an aid in completing the application. HCD must receive in its office a complete original application in a three ring binder **no later than 5:00 P.M. Wednesday, October 12, 2005.**

SECTION I. APPLICATION SUMMARY:

- A. Name of Applicant: _____
- B. Applicant Address: _____
City: _____ Zip Code: _____
- C. Chief Executive Name and Title: _____
- D. Contact Person Name and Title: _____
- E. Telephone Number: _____ FAX: _____ E-Mail: _____
- F. Proposed Activity:

You may apply for up to two program activities, the aggregate amount of both activities may not exceed the maximum application amount, and the amount for any one activity may not be less than the minimum activity amount, as specified in the NOFA. If you choose to do a Homeownership Development Project you cannot combine this project with a program.

Activity Submit Appropriate Attachment Number	No. of CalHome Assisted Units Proposed	County of Activity	Census Proposing Activity*	Tracts 100% Rural	if
1. FTHB Mortgage Assistance Program					
2. Owner-Occupied Rehabilitation Program					
3. Homeownership Development Project					
Total					

* If your activity will be located entirely within a rural census tract or non-metro county as defined in the CalHome Program Regulations and you want to receive consideration for the rural set-aside, you must provide the census tract or list the non-metro county information in the table above.

G. Proposed Grant Amount:

*\$_____

* If the grant request is over \$500,000 (up to \$750,000), the city, county or nonprofit will need to provide the following: The name of the city or unincorporated areas of counties with a population of over 400,000. If a County operates their programs in the small cities within the county as well as the unincorporated areas, we will allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate with the cities. A list of cities and unincorporated areas of counties in California with population over 400,000 is included in this application labeled **Exhibit D**. Please provide the required documentation as **Attachment 4**.

H. Brief Description of Each Activity Applied for:

SECTION II. LEGISLATIVE REPRESENTATIVES:

A form is included in this application labeled **Exhibit B**. Please complete the information on this form and attach as **Attachment 6**.

SECTION III. GOVERNING BOARD RESOLUTION:

Attach the resolution, duly executed by the governing board of the local public agency or nonprofit corporation, granting authority to make application to HCD for a funding commitment from the CalHome Program. Label as "**Attachment 7** Governing Board Resolution". Please review the sample resolution which is included in this application package as **Exhibit C**. Be sure that the resolution authorizes a signatory for submittal of this application and the resolution is an action of the governing body of the applicant. If someone signs the application other than the person authorized in the resolution, submit evidence that shows that the person signing has the authorization to sign. Such evidence could be in the form of an ordinance or code, or an opinion from the applicant's legal counsel. Include such authorization with **Attachment 7**.

SECTION IV. APPLICANT INFORMATION:

A. The applicant is a (check one): ☐ City ☐ County ☐ City and County ☐ Nonprofit Corporation

1. If a Nonprofit Corporation, Submit copies of:

IRS approval of 501(c) (3) status: as **Attachment 8a**

Secretary of State Letter of Good Standing: as **Attachment 8b**

Articles of Incorporation: as **Attachment 8c**

Bylaws: as **Attachment 8d**

List of names of Board of Directors as **Attachment 8e**
Financial Statements (one of last 2 fiscal years must be audited):as **Attachment 8f**

SECTION V. ACTIVITY ATTACHMENT:

Applicants must complete at least one attachment:

Attachment 1, First-Time Homebuyer Mortgage Assistance, or
Attachment 2, Owner-Occupied Rehabilitation Program, or
Attachment 3, Homeownership Development Project Loan

These attachments are part of this application. At least one must be completed and must be included or the application will not be complete and will be ineligible for funding consideration.

SECTION VI. APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY:

As the official designated by the governing body, I hereby certify that if approved by HCD for a CalHome Program funding allocation, the _____
(Applicant name) assumes the responsibilities specified in the CalHome Program Regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute their proposed program or project;
- B. Before committing funds to a homebuyer/homeowner, it will evaluate the funding eligibility in accordance with CalHome Program Regulations and will not invest any more CalHome funds in combination with other governmental assistance than is necessary to provide affordable housing;
- C. The Applicant **does not** have any unresolved audit findings for prior HCD or federally-funded housing or community development projects or programs.
- D. There are **no** pending lawsuits that would impact the implementation of this program or project.
- E. It will comply with all statutes and regulations governing the CalHome Program.
- F. The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.
- G. It has the ability to perform the duties for the activity(s) applied for in accordance with Section 7718 of the CalHome Program Regulations.

I authorize the Department of Housing and Community Development to contact any agency, whether or not named in this application, which may assist in determining the capability of the Applicant. All information contained in this application is acknowledged to be public information. (This certification must be signed by the person authorized in the Resolution)

*Signature: _____ Title: _____

Type Name: _____ Date: _____

*Must be signed by authorized signatory per the resolution.

EXHIBIT A

Attachment Checklist

Please tab each attachment required by the application and place the attachments behind the completed application in a three ring binder according to the corresponding number listed below.

Check if Included	Att. No.	Attachment Title
	1	Program: First-time Homebuyer Mortgage Assistance Program
	2	Program: Owner-Occupied Rehabilitation Program
	3	Program: Homeownership Development Project Loan
	4	Documentation regarding population over 400,000 for requesting funds over \$500,000 (up to \$750,000)
	5	Reserved
	6	Legislative List
	7	Copy of Resolution authorizing this application. As a time-saver, the Resolution may also authorize execution of the contract and other documents needed to process a loan
		Nonprofit corporations must provide the following information:
	8a	IRS approval of 501(c)(3) status
	8b	Copy of current certification of 501(c)(3) status with Secretary of State that is less than one year old
	8c	Copy of Articles of Incorporation
	8d	Copy of Bylaws
	8e	List of officers and Board of governing body of Applicant
	8f	Financial Statements (one of the last 2 years must be audited)

Exhibit B

LEGISLATIVE REPRESENTATIVES

Indicate all Legislators who represent any portion of the proposed service area. If you have vacancies in your legislative seats, please list your district number and district address.

A. Members of the State Assembly:

District number: _____

Name: _____

District

Address: _____

City: _____

Zip Code: _____

District number: _____

Name: _____

District

Address: _____

City: _____

Zip Code: _____

B. Members of the State Senate:

District number: _____

Name: _____

District

Address: _____

City: _____

Zip Code: _____

District number: _____

Name: _____

District

Address: _____

City: _____

Zip Code: _____

C. Members of the U.S. House of Representatives:

District number: _____

Name: _____

District

Address: _____

City: _____

Zip Code: _____

District number: _____

Name: _____

District

Address: _____

City: _____

Zip Code: _____

EXHIBIT C

SAMPLE GOVERNING BOARD RESOLUTION

RESOLUTION NO. _____

THE GOVERNING BOARD OF

(Title of Applicant)

HEREBY AUTHORIZES THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.

WHEREAS:

- A. _____ (name of applicant), a [political subdivision of the State of California or nonprofit public benefit corporation], wishes to apply for and receive an allocation of funds through the CalHome Program; and
- B. The California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") for the CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 59650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the statute and the CalHome Program Regulations adopted by HCD on August 15, 2003; and
- C. The _____ (name of Applicant) wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of \$_____.

IT IS NOW THEREFORE RESOLVED THAT:

1. The _____ (name of applicant) shall submit to HCD an application to participate in the CalHome Program in response to the NOFA issued on _____ which will request a funding allocation for the following activities:

(Briefly describe the proposed activities, including dollar amount of each)

located in _____
[Program/project location(s)]

2. If the application for funding is approved, the _____ (Name of applicant) hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program regulations cited above. It also may execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.

3. The _____ (**name of Applicant**) authorizes
_____ [**office or position titles of authorized person(s)**] to execute in the
name of the _____ (name of Applicant), the application, the Standard Agreement,
and all other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

PASSED AND ADOPTED THIS ____ Day of _____, 20 ____, by the following vote:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

The undersigned _____ (**title of officer**) of the _____
(**name of Applicant**) there before named does hereby attest and certify that the foregoing is a true and full copy of a
resolution of the Governing Board adopted at a duly convened meeting on the date above-mentioned, which has not
been altered, amended or repealed.

Signature

Date

NOTES:

1. This is intended to be a sample resolution authorizing submittal of an application to HCD. **Applicants may use their own format if it contains all of the authorizations contained in this sample.**
2. The sample resolution should be modified by nonprofit organizations as appropriate to meet the corporate structure of the nonprofit organization.
3. The **person attesting to the signing of the resolution cannot be the same person who is authorized to execute documents in the name of the applicant.**
4. The Resolution must be the original or a certified copy of the original.

EXHIBIT D

Cities and unincorporated areas of counties in California with population over 400,000.

• City of Los Angeles	3,864,400
• City of San Diego	1,275,100
• Unincorporated Los Angeles County	1,048,600
• City of San Jose	925,000
• City and County of San Francisco	791,600
• Unincorporated Sacramento County	616,700
• City of Long Beach	481,000
• Unincorporated Riverside County	465,800
• Unincorporated San Diego County	458,500
• City of Fresno	448,500
• City of Sacramento	433,400
• City of Oakland	412,200

In our current NOFA, these jurisdictions will be able to apply for an aggregate maximum award of \$750,000.

Regarding the situation where the County operates their programs in the small cities within the county as well as the unincorporated areas, we would allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate within the cities.

CalHome Program Application

Attachment 1

First-Time Homebuyer Mortgage Assistance Program

This Application form is for homebuyer mortgage assistance to first-time homebuyers of new or existing homes, or for purchase of existing homes to be rehabilitated by the homebuyer. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7729 of the program regulations.

SECTION I. APPLICANT INFORMATION

Name: _____

SECTION II. FIRST-TIME HOMEBUYER PROGRAM EXPERIENCE

- A. Provide the following information for each year of first-time homebuyer program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those homebuyer units for which they provided the mortgage assistance services.

YEAR	PERMANENT FINANCING FUNDING SOURCE(S)	NO. OF PURCHASE ESCROWS UNDERWRITTEN AND CLOSED	AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER BUYER
2004			
2003			
2002			
2001			
2000			
1999			
1998			
1997			
1996			
1995			

- B. For years 2001 through 2004, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. **(Attach as Exhibit 1-1)**

SECTION III. LOAN UNDERWRITING EXPERIENCE

- A. For the years 2001 through 2004, the total number of homebuyer loans applicant has underwritten and closed, which included preparation of loan documents and escrow instructions. # _____

SECTION IV. LOAN SERVICING EXPERIENCE

- A. For the years 2001 through 2004, the total number of homebuyer loans closed for which the applicant was the named beneficiary on the loan documents. # _____
- B. As of the CalHome NOFA issuance date, the total number of homeowner loans in the applicant's portfolio. # _____
- C. Number of loans identified in B. above that are being directly serviced by the applicant. # _____
- D. Number of loans identified in B. above that are being serviced by a third party. # _____
- E. As of the CalHome NOFA issuance date, the total number of homebuyer loans the applicant is servicing for another entity. # _____
- F. If there are zero loans identified in C, D and E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. (**Attach as Exhibit 1-2**)

SECTION V. PROGRAM TARGETING

- A. Number of homebuyers to be assisted with this application for CalHome funds # _____
- B. Program will be operated **entirely within a federally defined Qualified Census Tract(s)** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
Yes _____ No _____
Federally defined Qualified Census tract(s) No. _____
- C. Program will be operated **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
Yes _____ No _____
Attach a redevelopment area map and indicate program location on the map. (**Attach as Exhibit 1-3**)
- D. Nonprofit corporations must list the county in which the program will be operated.
County _____
- E. Provide the data source used to project sales price: _____

SECTION VI. FINANCING AND AFFORDABILITY

A. Proposed Permanent Financing (other than CalHome) (check all that apply):

- ☐ Conventional ☐ FHA ☐ CalHFA ☐ USDA-Rural Development
☐ Federal HOME ☐ Redevelopment Agency ☐ Other

Describe the financing structure, first mortgage and any subordinate financing in addition to CalHome that will finance the purchase of the properties.

Source of Financing	Proposed Lien Position

B. Projected Average Housing Cost and Affordability:

- 1.Expected Average Sales Price, Less Homebuyer Equity: \$ _____
 2.Less Average CalHome Mortgage Assistance to be given: \$ _____
 3.Less Average Other Mortgage Assistance to be received, if any: \$ _____
 4.Average First Mortgage: \$ _____
 5.Estimated Monthly Payment on First Mortgage (PITI): \$ _____
 6.Annual Income Needed to Support above Payment \$ _____
 (Based on the homebuyer paying 30% of gross annual income for PITI)

SECTION VII. CONTRIBUTED LABOR PROGRAMS – Self-Help, Volunteer Labor and Youth Construction Training Labor.

(Important Note: Only complete this section, if the applicant meets the two-year minimum experience requirement for operation of a program, a minimum of 500 hours of onsite contributed construction labor per assisted unit must be provided, and that financed purchase of homes involving this type of construction or developed homes involving this type of construction and the entire program will be restricted to units involving this type of construction.)

A. Check if project involves any of the following types of contributed onsite construction labor:

1. Self-Help labor: Yes _____ No _____
 No. of hours of guaranteed self-help onsite construction labor per unit: _____ hrs
 2. Volunteer labor: Yes _____ No _____
 No. of hours of guaranteed volunteer onsite construction labor per unit: _____ hrs
 3. A youth construction skills training program: Yes _____ No _____
 Name of program: _____
 No. of hours of guaranteed youth construction training onsite construction labor per unit,
 provided by participants age 16 to 24 years old only: _____ hrs
 4. **If the answer to A. 1, 2 or 3 above is yes**, indicate the minimum number of onsite construction labor
 hours per unit to be provided by the homebuyer: _____ hrs

- B. Describe the criteria for participation in your contributed labor program. (**Attach as Exhibit 1-4**)
- C. Attach a copy of the agreement form used for the contributed labor program. (**Attach as Exhibit 1-5**)
- D. Provide description of activities performed by contributed labor participants. (**Attach as Exhibit 1-6**)
- E. Provide description of activities normally contracted out. (**Attach as Exhibit 1-7**)
- F. What percentage of total onsite construction labor per unit will be performed by contributed labor: ____%

Please provide evidence of previous administration of the type of contributed labor program proposed in this application. This could include, but not be limited to, the nonprofit corporation charter or a copy of the board resolution authorizing the program supported by documentation of completed projects; or copies of contracts with contributed labor participants. (**Attach as Exhibit 1-8**)

SECTION VIII. HOMEBUYER EDUCATION

- A. Does the applicant currently provide homebuyer education classes?
 Yes _____ No _____



CalHome Program Application

Attachment 2

Owner-Occupied Rehabilitation Program

This Application form is for rehabilitation of owner-occupied homes. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7733 and Section 7735 of the program regulations.

SECTION I. APPLICANT INFORMATION

Name: _____

SECTION II. OWNER-OCCUPIED REHABILITATION PROGRAM EXPERIENCE

- A. Provide the following information for each year of owner-occupied rehabilitation program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those rehabilitated units for which they provided the rehabilitation services including loan underwriting and escrow closing.

YEAR	FUNDING SOURCE(S)	NO. OF HOME REHABILITATIONS COMPLETED	NO. OF ESCROWS CLOSED BY APPLICANT ORGANIZATION	AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER OWNER
2004				
2003				
2002				
2001				
2000				
1999				
1998				
1997				
1996				
1995				

- B. For years 2001 through 2004, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. (**Attach as Exhibit 2-1**)

SECTION III. LOAN UNDERWRITING EXPERIENCE

- A. For the years 2001 through 2004, the total number of homeowner rehabilitation loans applicant has underwritten and closed, which included preparation of loan documents and escrow instructions. # _____

SECTION IV. LOAN SERVICING EXPERIENCE

- A. For the years 2001 through 2004, the total number of all types of homeowner rehabilitation loans closed for which the applicant was the named beneficiary on the loan documents. # _____
- B. As of the CalHome NOFA issuance date, the total number of homeowner rehabilitation loans in the applicant's portfolio. # _____
- C. Number of loans identified in B. above that are being directly serviced by the applicant. # _____
- D. Number of loans identified in B. above that are being serviced by a third party. # _____
- E. As of the CalHome NOFA issuance date, the total number of homeowner loans the applicant is servicing for another entity. # _____
- F. If there are zero loans identified in C, D and E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. (**Attach as Exhibit 2-2**)

SECTION V. PROGRAM TARGETING

- A. Number of homeowners to be assisted with this application for CalHome funds # _____
- B. Program will be operated **entirely within a federally defined Qualified Census Tract(s)** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
Yes _____ No _____
Federally defined Qualified Census tract(s) No. _____
- C. Program will be operated **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
Yes _____ No _____
Attach a redevelopment area map and indicate program location on the map. (**Attach as Exhibit 2-3**)
- D. Nonprofit corporations must list the county in which the program will be operated.
County _____

SECTION VII. FINANCING

A. Proposed Financing (other than CalHome) (check all that apply):

☐ Federal HOME ☐ Redevelopment Agency ☐ Other

Describe the financing structure for any subordinate financing to be provided in addition to the CalHome loan. Do not list the CalHome loan:

Source of Financing	Proposed Lien Position*

***Note: Assume the existence of a first mortgage.**



CalHome Program Application

Attachment 3

Homeownership Development Project Loan

This Application form is for homeownership development project loans to be made from HCD to developer applicants for new construction of eligible homeownership development projects as described in Section 7718 of the program regulations. Proposed uses of development loan funding must be eligible pursuant to Section 7743 of the program regulations. NOTE: upon completion of unit construction, the loan funds may be made available to the applicant for purposes of providing mortgage assistance to eligible households pursuant to Program Regulations. You do not need to submit a separate application for homebuyer mortgage assistance.

SECTION I. APPLICANT INFORMATION

Name: _____

Development Name: _____

SECTION II. LOAN REQUEST

Total Amount of Development Loan Requested: \$ _____
\$ _____ loan amount per proposed unit to be constructed and sold to a CalHome homebuyer.

SECTION III. HOUSING DEVELOPMENT EXPERIENCE

Provide the following information:

- A. Completed homeownership development projects in which the applicant organization acted as developer from site selection through construction completion and sale of the units including underwriting and escrow closing (only include organization experience, do not include experience of individuals):

YEAR	PROJECT NAME	PROJECT LOCATION	MO/YR LAST PROJECT COMPLETED	TOTAL # OF UNITS	# OF LOWER INCOME UNITS
2004					
2003					
2002					
2001					
2000					
1999					
1998					
1997					
1996					
1995					

- B. For each project identified for 2001, 2002, 2003 and/or 2004 in A. above, provide written references from the construction lenders that describe the type of funding provided, total units funded, whether the project was

completed in a timely fashion and any delays or problems that occurred with the financing. The letters must include contact names, addresses and phone numbers. (**Attach as Exhibit 3-1**)

SECTION IV. LOAN UNDERWRITING EXPERIENCE

- A. For the years 2001 through 2004, the total number of homebuyer loans applicant has underwritten and closed on projects it has developed, which included preparation of loan documents and escrow instructions. _____

SECTION V. LOAN SERVICING EXPERIENCE

- A. For the years 2001 through 2004, the total number of homebuyer loans closed for which the applicant was the named beneficiary on the documents. _____
- B. As of the CalHome NOFA issuance date, the total number of homebuyer loans in the applicant's portfolio. _____
- C. Number of loans identified in B. above that are being directly serviced by the applicant. _____
- D. Number of loans identified in B. above that are being serviced by a third party. _____
- E. As of the CalHome NOFA issuance date, the total number of homebuyer loans the applicant is servicing for another entity. _____
- F. If there are zero loans identified in C, D and E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. (**Attach as Exhibit 3-2**)

SECTION VI. PROPOSED DEVELOPMENT

- A. Total Units _____ # of Units to receive CalHome Mortgage Assistance _____
- B. Project is located **entirely within a federally defined Qualified Census Tract(s)** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
- Yes _____ No _____
- Federally defined Qualified Census tract(s) # (If multiple locations, provide all): _____
- C. Project is located **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
- Yes _____ No _____
- Attach a redevelopment area map and indicate property location(s) on the map. (**Attach as Exhibit 3-3**)
- D. Nonprofit corporations must list the county in which the program will be operated.

County_____

E. Provide the data source used to set sales price: _____

SECTION VII. BRIEF DESCRIPTION OF THE PROPOSED DEVELOPMENT

SECTION VIII. SITE INFORMATION

A. Location(s): (**Attach a map as Exhibit 3-4**)

Project Name _____
Street Address(es) _____
City/County/Zip Code _____
Assessor's Parcel Number(s) _____
Lot Number(s), if available _____

B. Site Approvals:

1. Tentative Map Approved? Yes _____ No _____ Date _____
2. Final Map Recorded? Yes _____ No _____ Date _____
If no, estimated date of recordation _____
3. Is development being phased? Yes _____ No _____
If yes, what phase are subject lots in? _____

C. Site Control:

Attach a preliminary title report which is dated no more than six months prior to the application due date identified in the NOFA. (**Attach as Exhibit 3-5**)

1. Does applicant have site control as demonstrated by the following: (**Attach site control documentation as Exhibit 3-6**)
 - a. Fee Title Yes ____ No ____
 - b. Sales contract for the acquisition of the property
Yes ____ No ____ Date Expires _____
 - c. Option to purchase or option to lease (for not less than 40 years) not to expire within 120 days of the application submission date. (Commitment award letter will be conditioned on applicant providing evidence that they still have site control.)
Yes ____ No ____ Date Expires _____
 - d. Disposition or development agreement with a public entity, not to expire within 120 days of the application submission date. (Commitment award letter will be conditioned on applicant providing evidence that they still have site control.)
Yes ____ No ____ Date Expires _____

- e. Leasehold interest of not less than 40 years with provisions in the lease that enables the lessee to make improvements on and encumber the property and permits compliance with all program requirements. Yes ____ No ____ Date Expires _____
2. Purchase price of site(s)? _____
3. Appraised value of site(s)? _____ If available, attach appraisal (**Attach as Exhibit 3-7**)
4. Has applicant completed any other units in this subdivision?
Yes _____ No _____ If yes, date completed _____ How many units _____

D. Planning Information:

Have the following local approvals been obtained?

General Plan amendment	Yes _____ No _____ Not Required _____
Zoning approval or development Agreement approval	Yes _____ No _____ Not Required _____
Conditional use permits	Yes _____ No _____ Not Required _____
Variances	Yes _____ No _____ Not Required _____
Environmental clearance (CEQA)	Yes _____ No _____ Not Required _____
Other required discretionary approvals	Yes _____ No _____ Not Required _____

Submit a letter from a local government official confirming the status of each of the above approvals. A sample letter is provided on page 8. (**Attach as Exhibit 3-8**)

E. Utilities Available to site:

Water: Yes ____ No ____ Sewer: Yes ____ No ____
Gas/Elect: Yes ____ No ____ Other (List): _____ Yes ____ No ____

F. Soils:

Has a soils/engineering/geotechnical report been prepared? Yes ____ No ____
If yes, please attach report. (**Attach as Exhibit 3-9**)

G. Phase I Report:

1. Has a Phase I Environmental Assessment been prepared? Yes ____ No ____
If yes, please attach report. (**Attach as Exhibit 3-10**)
2. Is the property located in a Seismic Hazard Area: Yes ____ No ____
If yes, zone designation: _____
3. Is the property located in a Flood Hazard Area: Yes ____ No ____
Flood Zone designation: _____

H. Offsite/On Site Improvements:

1. Are offsite improvements needed? Yes ____ No ____
If yes, please give details. _____

Estimated date of Completion? _____
2. Are onsite improvements needed? Yes ____ No ____
If yes, please give details. _____

Estimated date of Completion? _____

SECTION IX. PROPOSED FINANCING

Attach copies of any lender commitment letters or commitment resolutions, as available; under the appropriate exhibit number specified below.

- A. Source(s) of Property Acquisition Financing, if separate from construction financing (**Attach as Exhibit 3-11**)
- B. Source(s) of Construction Financing (**Attach as Exhibit 3-12**)
- C. Source(s) and Type(s) of non-CalHome Project Subsidy/Assistance, which will be part of the permanent financing. (**Attach Exhibit as 3-13**)

To be considered in the rating and ranking of your application, letters must contain all of the following information:

- 1) Borrower name
- 2) Lender, contact person and phone no;
- 3) address, assessor's parcel number or legal description of site proposed to be financed;
- 4) type of financing provided, e.g., construction, acquisition;
- 5) Total amount of financing to be provided;
- 6) Term and interest rate; and
- 7) Date of commitment expiration

Note: For B. (unit construction financing portion) or C. above, if permanent financing is being provided by USDA Rural Development, attach a copy of the current 523 technical services agreement for this location.

SECTION X. PROJECT COSTS

- A. Development Costs: (**Attach as Exhibit 3-14**)

Provide a copy of a line item development budget, which includes all costs necessary to complete the project. (Estimate, if actual not available.)

- B. Construction Sources and Uses Chart: (**Attach as Exhibit 3-15**)

Provide a copy of sources and uses chart for all proposed project funds. (Estimate, if actual not available.)

SECTION XI. UNIT DESCRIPTIONS

A. Unit Breakdown and Descriptions for units to be available to CalHome eligible buyers:

Model Number	Number of Units	Square Footage (Living Space)	Number of Bdr/Ba	Total Amount of Permanent Liens Proposed	Proposed Sales Price*

* Proposed sales price cannot exceed the estimated appraised value using the sales of comparable properties approach to determine value.

SECTION XII. FINANCING AND AFFORDABILITY

A. Proposed Unit Permanent Financing:

☐ Conventional ☐ FHA ☐ CalHFA ☐ USDA-Rural Development
☐ Federal HOME ☐ Redevelopment Agency ☐ Other

Describe the financing structure, first mortgage and any subordinate financing in addition to CalHome that will finance the purchase of the properties.

Source of Financing	Proposed Lien Position

B. Projected Average Housing Cost and Affordability:

- 1.Expected Average Sales Price, Less Homebuyer Equity: \$ _____
- 2.Less Average CalHome Mortgage Assistance to be given: \$ _____
- 3.Less Average Other Mortgage Assistance to be received, if any: \$ _____
- 4.Average First Mortgage: \$ _____
- 5.Estimated Monthly Payment on First Mortgage (PITI): \$ _____
- 6.Annual Income Needed to Support Above Payment \$ _____
(Based on the homebuyer paying 30% of gross annual income for PITI)

SECTION XIII. CONTRIBUTED LABOR PROGRAMS – Self-Help, Volunteer Labor and Youth Construction Training Labor.

(Important Note: Only complete this section, if the applicant meets the two-year minimum experience requirement for developing a project, which involves this type of contributed labor and all homeownership development units in the proposed project will utilize this type of construction.)

A. Check if project involves any of the following types of contributed onsite construction labor:

1. Self-Help labor: Yes _____ No _____

- No. of hours of guaranteed self-help onsite construction labor per unit: _____ hrs
2. Volunteer labor: Yes _____ No _____
- No. of hours of guaranteed volunteer onsite construction labor per unit: _____ hrs
3. A youth construction skills training program: Yes _____ No _____
- Name of program: _____
- No. of hours of guaranteed youth construction training onsite construction labor per unit, provided by participants age 16 to 24 years old only: _____ hrs
4. **If the answer to A. 1, 2 or 3 above is yes**, indicate the minimum number of onsite construction labor hours per unit to be provided by the homebuyer: ____ hrs

- B. Describe the criteria for participation in your contributed labor program. (**Attach as Exhibit 3-16**)
- C. Attach a copy of the agreement form used for the contributed labor program. (**Attach as Exhibit 3-17**)
- D. Provide description of activities performed by contributed labor participants. (**Attach as Exhibit 3-18**)
- E. Provide description of activities normally contracted out. (**Attach as Exhibit 3-19**)
- F. What percentage of total onsite construction labor per unit will be performed by contributed labor: ____%

Please provide evidence of previous administration of the type of contributed labor program proposed in this application. This should include, but not be limited to, documentation of completed projects; a copy of the board resolution authorizing the program, supported by completed projects; or copies of contracts with contributed labor participants. (**Attach as Exhibit 3-20**)

SECTION XIV. HOMEBUYER EDUCATION

- A. Does the applicant currently provide homebuyer education classes?
Yes _____ No _____

(SAMPLE LOCAL APPROVALS LETTER)

(Must Be Submitted On Applicable Local Jurisdiction Letterhead)

Department of Housing and Community Development
CalHome Program
1800 Third Street, MS 390-5
Sacramento, CA 95814

VERIFICATION OF LOCAL APPROVALS

Project Name:
Project Address:
Project City:
Project County:
Assessor Parcel Number(s):
Proposed Number of Units:

The entire parcel upon which the above-described low-income project will be located is zoned _____ which allows for residential development (**single-family**) of no greater than _____ units per acre.

The following local approvals have/have not been obtained:

General Plan amendment Yes _____ No _____ Not Required _____

Zoning approval or development agreement approval Yes _____ No _____ Not Required _____

Conditional use permits Yes _____ No _____ Not Required _____

Variances Yes _____ No _____ Not Required _____

Environmental clearance (CEQA) Yes _____ No _____ Not Required _____

Other required discretionary approvals Yes _____ No _____ Not Required _____

List other required discretionary approvals:

_____ Yes _____ No _____

_____ Yes _____ No _____

_____ Yes _____ No _____

Dated: _____ Statement Completed By: _____
(Please print)

Signature: _____

Title: _____